Director's Report
January 1992

January has been a difficult month, peppered with illness--mine and that of a number of other employees, year end reports and other evils. It has also been exciting. Progress meetings are now every other Tuesday (in the cold and bare basement of the DeMotte Library, using plywood on sawhorses for a table) because things are moving faster. We have evaluated the bids we received for our retrospective conversion and we are ready to recommend a vendor to the board. We had an all-staff tour of the DeMotte building site which was exciting for all. I am ready to send requests for quotes on our telephone systems for the two libraries. It took us a while to develop specifications for our phones.

I attended a KV Rotary luncheon at which I heard the head of the Books for the Blind at the Lake County Public Library. As the staff begins working on our compliance with the Americans With Disabilities Act, the information I received from this speech will be of great benefit.

Thursday evening, February 6, Ginny Maravilla and I drove down to Martinsville, Indiana, so that we could spend Friday looking at several new libraries, talking about moves and furnishings, etc.

You will have many things to decide at the February meeting. I am hoping that by giving you the background information on as much as possible, we can save time and complete the meeting at a reasonable hour.

AUTOMATION PROJECT: This is the biggest decision the Board needs to make this month. You decided long ago that automation was necessary:

1. to minimize the number of additional employees we will need to hire in the future
2. to give library users better information faster
3. to replace an obsolete circulation system
4. to eliminate the need for expensive storage space and storage equipment in our new buildings
5. to provide us with the information about library use which we need to evaluate the quality of our service and improve it
6. to be ready, when a statewide database is developed to be a part of this cooperative effort

You voted to commit $400,000 to the project. Then it was necessary to use all but $121,000 of that money to pay for the construction of the buildings. The question now is: Do we have the money to purchase and maintain a portion of the system previously planned?

Earlier this month I sent you a letter explaining why I think we are in good shape financially. You may want to bring that with you to the Board meeting. Mary Linda asked that I talk to the State Board of Tax Commissioners to see whether they would be open to a tax appeal requesting funds for maintenance of the computer system. I talked to our contact there, David Hurst. His answer is "Yes." Mr. Hurst told me that the Board is looking for appeals that make sense, that document

their need. He said that if we have an automated system and no money to maintain it, that shows a definite need. He said that if we can show that we can't fulfill a critical part of our mission without the appeal, they will grant the appeal.

He said it would be of dubious wisdom to back off and not spend the bond issue money for automation since taxpayers supported the issue with the automation as a part of it and since the state Board approved it in that form. He said he felt it would cost "big time" in the long run not to automate now and advised against our opting out of this. He said he assumed we would want to be in line when any state data bases are ready for use. He said the Board has no philosophical tendency to deny appealing units and that he sees no big changes in their outlook in the future, but they do scrutinize appeals and they do want statistics which show our reasons for needing the extra funds.

Once you make the decision that we do, indeed, have the funds to automate, we will need to talk about "how".

The Automation Task force completed investigation of St. Josephs College's MultiLIS automated system. After receiving preliminary prices from MultiLIS, the Task Force believes that sharing St. Joe's system is cost-prohibitive. A larger central processing unit will be necessary for the shared system since we would be adding so much data to the system (book collection, patron records, etc.) JCPL would bear the cost of that larger unit. The cost of new software upgrades would also be ours. St. Joe would retain ownership of the system, however, so with the hardware and software changes we would be buying a system without owning it. Mary will present statistics at the Board Meeting to support the Task Force's opinion. You will then need to vote on merging with St. Joseph's College or purchasing a "stand-alone" system.

The decision to purchase a "stand-alone" system will necessitate the Board issuing a Request for Proposals (RFP) for Systems and Services. The Automation Task Force has reviewed this document that was prepared by RMG, our consultants, and will have a rough copy of this at the Board meeting for your approval. The RFP calls for a 100% performance bond by the successful vendor. According to Pat McClintock, vendors dislike these and will transfer to us the approximately $2000 worth of cost. He also told us that he does not know of any library automation vendor who has not completed a project. The Board could leave this wording in the RFP or it could change the wording to "may" require a 100% performance bond or it could call for a performance bond of a lesser percentage. If the wording is "may", the Board has the chance to use this as a leverage point at negotiating time or may decide to eliminate it if the vendor chosen has an excellent reputation.

This RFP describes our library system, statistically presenting our circulation, materials added, patron registration and collection size. The document then lists what we need an automated system to do, and what modules (cataloguing, circulation, etc.) we are interested in utilizing. It will tell the vendors how to prepare their proposals, what questions we want answered, what our requirements are for response times, backup

systems, and growth, and give deadlines for the return to us of their proposals.

The last decision you will need to make on automation concerns retrospective conversion of our records. Last month we sent out RFP's to vendors. As I told you in my letter of a couple weeks ago, the committee has evaluated these with the help of our consultant. Mary will bring our recommendation to you for approval to begin contract negotiations for the conversion of our shelflist to machine-readable data.

DEDICATION PLAQUES: We discussed this and delayed a decision at previous meetings. Our architects tell us the time is now. At a previous meeting the Board determined that they do want plaques at each library. The question concerns the information to be included:

All seemed to agree that Board members, Director and Architect should be included. But, should board members' names be in alphabetical order, no offices listed, or with the officers listed first and the rest in alpha. order?

Should the engineering company be listed? Prime contractors? Attorney?

I took pictures of 6 different plaques at various Rensselaer schools and at the Tippecanoe County and Carmel Clay Public Libraries. 5 listed the attorney, 3 listed design engineers, all listed prime contractors. I personally feel that all of these have had great impact on this project and really should be listed. It is up to you.

POLICY MATTER TO BE DECIDED: This issue which came up as we prepare to send out RFP's for the automation system. The Board needs to decide so that we can insert appropriate wording in our bid documents:

Do we want to state that we will deal only with automation vendors who have "affirmative action" employment policies or simply state as we did in our construction documents that we only wish to be involved with companies that are equal opportunity employers? As I understand it, affirmative action means that less qualified persons will be employed if necessary by the company to meet certain minority quota requirements.

DEMOTTE BUILDING PROJECT: This project is progressing very well. As of today, February 5, almost all the brick is up on the east side of the building. It looks very classy. The contractor feels it is well within the realm of possibility to suggest that we will be able to move into the new part of the library in April. Many decisions still must be made. We plan to have the furniture specifications ready to bid out by the end of February. You will need to approve them at the March 2 meeting. If we really do move in April, we will probably move without new furniture. It should take at least 2 months after furniture contracts are signed to get some of the pieces. We have been trusting that we will not really move until July.

We have been discussing how to distribute DeMotte staff when the DeMotte Library must be closed for a day or two or possibly even a week. When

we hire staff, we hire them to work at a specific library. I feel a little hesitant to tell them they must now work 1 week at the Rensselaer Library--a prospect which will add 45 minutes to 1 hour travel time to their day and the expense of added gas for their car. (We do not pay mileage when staff are on their way to or from work, only when they must go from library to library during their 8 hour work day.) I would like to know how the Board would feel about letting DeMotte staff work a 7 and 1/2 hour day when they are assigned to Rensselaer for a full day--to partially offset the additional expense and time which they did not really agree to when they began working for us.

When the architects wrote the specs on the remodelling of the old part of the building, they neglected to include provisions for perimeter drainage. This is drainage that would prevent damage if gutters were temporarily clogged, or if a driving rain sent sheets of water against the side of a building. We have 3 options:

1. We could decide that if we keep our gutters in good repair and ground graded to drain away from the building, we will have no problems, since we have not had them in the past (except for those 2 reasons). Therefore, we should not need the perimeter drain.

2. We could put a perimeter drain at the depth of the foundation footing for the brickwork (about 3 feet deep). The ground must be dug out to this depth anyway. It would cost $2032 to add this perimeter drain. It is much cheaper to do this now than to find we have problems with moisture in the building 10 years from now and have to dig and install drains then. This is the architect's recommendation and I tend to agree that it would be better to be safe than sorry.

3. We could put a perimeter drain down at the floor level of the lower floor. This would involve considerable additional digging and would cost more than $8000. The architect considers this a "belt and suspenders" system--perhaps more insurance than is necessary.

RENSSELAER LIBRARY: Work on the storm sewers has been progressing this week. Structural steel could <u>possibly</u> start coming the week of February 17. After the Board determined the color scheme for the Rensselaer Library interior, we realized that the Brick Red trim around the windows would not go well with the interior colors. Laura, our interior designer, found a Banner Red which would go with both interior and exterior colors. Belatedly, she discovered that the cost for the change to Banner Red would be $3275. When we changed the DeMotte trim from Colonial Blue to Brick Red, we effected some savings for ourselves, but not enough to make up this difference. You have three choices:

1. Go back to Brick Red for Rensselaer and assume that the window blinds, while not covering trim, will keep the trim less noticeable on the inside.

2. Go to a neutral color, probably a gray, which will go with the interior color scheme and still set off the windows from the brick on the exterior.

3. Select the Banner Red and pay the extra price.

The Reverend Woody Slade, whose church is on the same corner as our new Rensselaer Library, is concerned about traffic accidents at that corner. It is a 4 way stop, but he has noted many times when someone has blown the stop sign. He is planning to write a letter to the City Council asking that they consider putting a blinking red light at that corner. He would like the Library Board to write a letter to the City Council also.

Earlier, I called each board member to find out if you were ready to make a decision on the disposal of the Rensselaer building. The decision was to develop, at the February meeting, a set of goals which you wish this transfer of property to effect. You wanted to hold the public hearing and make the decision at the March meeting. Miriam suggested that I send you a draft of the goal statements as you expressed them to me by phone. Please find them attached. They are ready for your revisions, rewriting, etc.

I look forward to seeing you on Monday. Please call if you are unable to attend. With some thought ahead of time, I think it will be possible to get through this lengthy list of decisions in good order.

DIRECTOR'S REPORT
FEBRUARY 1992

During this month, we began looking at telephone systems for our new buildings and sent out requests for quotes to several vendors. Quotes are to be submitted by Monday, March 2. After examining them, the telephone committee will interview the vendors who have quoted the lowest prices for their systems to make sure that the lowest priced product can give us the system we want. I think we should talk about this at Monday night's board meeting. We will need to accept a quote before the April board meeting and I need to know how you would like to handle board approval of this expenditure which could be between $8,000-$10,000.

On February 14, I spent the day at the LOM offices with our interior designer, Laura Thomann. We discussed types of furnishings for the buildings and visited a showroom in Indianapolis to look at office and meeting room chairs. We will soon have the specifications for the furnishings to bring to you for your approval. It is possible that a special board meeting will be necessary in the middle of March for this purpose. Furnishings should really have been bid before now. If any of you are interested in working with us on the furnishings for the buildings, please let me know. I have pictures of a lot of the products that are being considered.

Cheryl and I went to Lafayette Office Supply to look at office equipment. We brought back several chairs for the staff to try out in order to find the chairs which give the best comfort and support.

Mary Martin, through efforts above and beyond the call of duty, got the RFB's revised and sent out to automation vendors. These bids are to be sent to us by April 2.

Work at DeMotte is moving swiftly forward. Sidewalks are poured, gas service is installed, windows and skylight are in. DeMotte patrons will need to use the staff entrance this week while concrete work is being completed. At Rensselaer, mechanical and electrical contractors are working to install the piping and conduit which will be under the floor. Then the concrete slab will be poured and the structural steel can be erected. Part of that is on site.

At Wheatfield, the bubbles have been removed from the carpeting, but the tape under the seam edge can still be seen <u>when the lights are out.</u> I talked with LOM about this installation. What we have determined is that Greene's complied with all our specifications for installation **except** that they added tape at the seam, which was not specified. The only solution, if we want our carpet perfect, is to have them remove it and order more carpet which would then be applied as specified. The tape cannot simply be removed.

I talked to Pam about this. We feel that since the room looks great when the lights are on, and since the meeting room is not generally in use except when the lights are on, we should accept the job that has been done and forget about it. The bill for this installation

is one you will be voting on Monday night. You will need to decide at that time whether to accept the job as it has been done or not.

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Yesterday, Bill Nye (Rensselaer Republican editor), Betty Williams (Rensselaer Chamber of Commerce Secretary) and Jim Flickner (present Chamber president) came to talk to me about the application of the Jasper Foundation for ownership of the Rensselaer Library building. I told them I would forward their comments to you.

They see this building as a cultural and community center which will impact many people county-wide, although mainly in the Rensselaer area. They cited the lack of meeting space for groups, especially large groups. At present, they said, the high school has the only available facilities. They see the building as a center which would expand on what the new library will be able to provide. They can have larger display areas, larger meeting rooms, etc. They cited their desire to host travelling art exhibits, to provide programs and exhibits to attract tourism. They feel that the new Library, coupled with a new Cultural Center will send a message which will attract people to Rensselaer.

Bob Lewis, who spoke to you at the January board meeting, has visited a number of towns across the country where old libraries have been turned into cultural centers very successfully.

They said they presently have a $10,000 grant from the Indiana Historical Society and that there are Lilly grants available if they have a viable foundation with a building in which to carry out the foundation's goals. They said Lilly monies could help the Mainstreet and River Front projects as well as the Cultural Center project, but they need the Center in order to obtain a grant. (Lilly is especially interested in helping rural communities thrive in educational and cultural areas).

They said a number of individuals and foundations in town had expressed a willingness to contribute funds to the Foundation if they obtain the building. This would provide the matching money they need to get the grants. (There are also a number of other humanities grant sources in Indiana).

They feel that while the School Corporation is working toward educational goals for the community as is their foundation, the Board's giving the building to the corporation would simply result in a move from one location to another - not an added benefit to the community. They perceive the present Administration Building as adequately, if not optimally, serving the needs of the School Board. If the Library Board gave the building to the Foundation, on the other hand, you would be helping create something new and good for the community.

They also asked if you would consider moving your hearing to one of the churches close by to accommodate more of the public. Bill

suggested that we make arrangements with the Presbyterian or Christian Church to move the meeting there <u>if</u> we have a large enough crowd that we need to.

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I have also heard rumors, which you also may be hearing, that farmers and the Farm Bureau are watching what you do. They are against your giving the building to the school because they feel the school would then have to spend additional money renovating and redecorating the building. One Farm Bureau board member was at the January board meeting taking notes.

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Bill and I talked about the Board options. After studying the law on the subject, he holds that you may decide to give the building to the Foundation. However, he wants you to know you have another option: to lease it to them for $1.00. You could lease it to them for 3 or 5 years; then when you see that it is a functioning operation, you could decide to give the building to them outright or you could lease it to them for 99 years or whatever you wish. You could even lease it to them indefinitely with the agreement that if they abandon the building, it reverts back to you (which could be a problem if, at that time, the toilets don't work and the roof leaks.)

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I am not trying to talk you in to any particular action. I am merely giving you the facts and pointing out that there may be controversy which you should be ready for.

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The other issue which needs to be discussed concerns the disposal of library furnishings we do not plan to take to the new buildings. At Rensselaer, there are pictures and, possibly, other items which have been given to us over the years which we may not wish to keep. I would like to recommend that the staff determines which items it wishes to dispose of, then that a Board member or a committee of board members look over these items and make the final determination.

The big issue is how to dispose of unwanted furnishings. Below are my thoughts:

At Rensselaer, we will have as much time as we need to get things out of the old library. For this reason, I feel it would be to our financial advantage to hold an auction. The auctioneer makes the list of items, does the advertising, furnishes the cashiers and

clerk. We pay them about 20% of the gross earnings for all this. If we hold an auction, dealings are completely open. Everyone present can see how the bidding went and that all was fairly handled.

I am presently checking into the possibility of enlisting an auction service who would come in and remove whatever remains after the auction, take it to an auction house and sell it for us. We would get a portion of the profit. This service is available in some parts of the state. I don't know if it's available here or if an auction house would even want to take what is left after an auction.

DeMotte bookshelves (wood): This shelving is not made up of numerous individual stand-alone units. Units in a range of shelving share common walls. The only finished end panels are the ones that are visible when the shelving is in place. When these shelves are removed, they will be removed in pieces, not in whole shelving units (in general). Therefore, they should be sold while they are still in place, so buyers can see what they are getting.

Because the contractors will be wanting to begin renovation of the old library as soon as we have moved into the new portion, we may not have the luxury of holding an auction there. We could hold an auction only if we know, three weeks ahead, the exact day we will be able to move. (If an auction could be arranged, this would be the best solution.)

I feel that this shelving, while nice-looking, could not be easily adapted to homes. Therefore, I suggest that we advertise in Indiana library magazines so that other libraries can come to look at it and offer us a price. At the same time, we need to advertise across northwest Indiana and locally so that everyone has a chance to purchase. How would we do this?

1. If we had two bidders (for the entire shelving) we could offer to go back to each once, quoting the other person's price and asking for a best and final offer. If no one showed interest in the entire shelving, sell it by range to the one offering the best price.

2. Ask for a bid in a sealed envelope (delivered to us by a certain date) which states on the outside the exact item being bid on (i.e.--all the shelving or a specific range. We could number each range.) We could then open all at the same time and determine whether we would make more money selling all to one or selling parts to different persons. That bid opening time could be advertised so anyone could come who was interested.

3. Plan to remove shelving from the building when we vacate, storing it in pieces as complete as possible and selling it broken down, possibly in flat pieces at the Rensselaer auction.

Other DeMotte furnishings would be stored somewhere until Rensselaer is ready to dispose of their furnishings. Then an auction would be held at Rensselaer.

Please put on your thinking caps. There may be other options I haven't thought of. We need to make decisions immediately, since, if we decide to advertise DeMotte shelving, we need to do so now. It must be ready to go when the old library is vacated.

One more item I would like you to decide on. We have had very few (1-5) persons per year using our framed art collection. If we wish it to get more use, we will have to order more framed art and rid ourselves of some of the items we presently own. Even then, there does not seem to be a big demand. The staff would like to do away with this collection when we move to the new building, using monies for other book and materials purchases. What do you think?

See you on March 2 at the Rensselaer Library. Barbara and Wanda will be absent, so be sure to let me know if you are unable to come. We need a quorum.

DIRECTOR'S REPORT
MARCH 1992

Where do I start? This month we have been consumed by building project considerations - presentations by telephone system vendors, progress meetings with architect and contractors, meetings to plan the moves from old to new buildings, visits to the building sites, finalizing of the contract for the retrospective conversion, visit to the interior decorator's offices in Indianapolis. We have inspected various pieces of furniture to determine if they are the products we wish to include in our bid. I have had several conversations with Bill concerning legalities of contracts, etc.

The Rensselaer Friends of the Library is now officially an active organization again as some of you may have read in the paper. Kim has done a nice job with this.

We have been hearing about petitions being circulated "against the library". Our information has come from some of the Friends. That's all we know about them. We feel, however, that this is not an action planned by the Jasper Foundation as a whole, but, perhaps, by a disgruntled few. If you are interested in details, give me a call.

Furnishings specifications: Monday night, we will be presenting the furnishing specifications to you. Laura is working right up to the deadline, so she will not have printed and bound copies of the specs for you Monday, but you will have enough to see exactly what is being planned. You will then need to approve our advertising for bids. You will probably want to appoint one or two board members to meet with Laura and I on bid-opening day to open and read bids. We will then have a recommendation to you at the May 4 board meeting on the bid/s to accept. We are really late in getting this bid out, since we are talking about a possible May move for DeMotte.

Automation system bids: These bids will be opened and general information in the bids will be read out loud at Monday's meeting. No action will be taken on the bids, since much work is involved to make certain that we are comparing apples to apples and that the bidders are offering us what we asked for. We plan to have a recommendation ready for you at the May board meeting.

Wheatfield carpet: We have received a letter from the manufacturer of our new meeting room carpet. The letter states that while taping the seam is not a necessary step in the installation, it will in no way affect the wear of the carpet. It states that their 10 year warranty will cover our carpet as installed. Our architect has said that if the manufacturer will stand behind the carpet and its installation, and if the problem is only evident when lights in the room are off, we probably don't have justification for requesting them to remove and replace the carpet. Bill concurs with this assessment. You will need to decide Monday whether to release the check to Greene's for payment for installation.

Circulation: Both DeMotte and Rensselaer showed substantial increases in circulation over March of last year. Wheatfield was again down a little. We wonder if excitement about the new buildings is bringing in added business. This month, Mary Martin and her hardworking crew of overachievers processed a record 1292 new volumes (1190 titles) for the library. This betters the Technical Services Office's previous record of 1193 volumes.

Dedication plaques: I have blueprints of the proposed dedication plaques for the three libraries. You will need to approve these.

Telephone system: An attached sheet shows amounts bid by each vendor. The Prostar 816 was the staff committee's first choice. It has features the other systems do not offer without extra charge. When we get ready to add other features, it will allow us to do so without additional costly equipment. We checked with companies using the system and found that all consider it very easy to learn and very easy to use. No one has had reason to have service calls. For this reason, we would like the Board to award the contract for telephone service to Affordable Communications.

Building update: We finally have almost all of the steel at Rensselaer. Some problems still exist. The concrete pads are all poured. Gravel covers all the parking lot areas. The contractors feel that the building could be ready for occupancy 3 months after the completion of the steel work if no delays occur. Some of the materials which were late in coming at DeMotte and caused delays there are already in the contractors' hands for Rensselaer. We are still thinking it could be September before Rensselaer moves.

At DeMotte, construction seems to be moving very fast. Cabinets are being installed. Priming for vinyl walls and painting is underway. Ceramic floor tile in the bathrooms is appearing. Anyone who has not seen the building should really take the opportunity to look at it now. (At this stage, we seem to have a little more freedom to go on the site without prior appointments.) The way the electrical work is being installed, according the our design engineers, is beautiful, pure artistry. On the outside, we are waiting for 7 large pieces of specially-shaped brick, which were ordered in October and have not yet been made.

We are also waiting to black-top parking lots until the storm sewer is finished. Jack is getting quotes from interested contractors. If quotes are not under $25,000, we will have to advertise in the paper 2 weeks and request formal bids. We have just now resolved differences of opinion about how this sewer should be built and received blueprints and specifications for the sewer.

The contractor believes that, within the next 2 weeks, all interior glass and cabinetry will be installed, carpeting will be partially laid, circulation desk and shelving will begin to be installed. They want us to be prepared to move by about May 1. We do not really think all will be ready by then. We are considering several alternative move plans.

Moving: We have been told that we will be able to move into that part of the new building which is to the right as one walks in the front door. Most of the area to the left would be separated from "our" part by a "dust barrier" while further construction continues behind the barrier. This barrier would remain in place while major work takes place on both floors of the old building.

One thing we have learned about dust barriers is that they do not eliminate clouds of dust and noxious odors. DeMotte has had many problems with this since the upstairs was "sealed off" from the construction zones. Our electrical contractor is especially concerned about installing his reflective ceiling fixtures while dust could cover the reflective surfaces. He says we would not get the amount of light we need, and the fixtures would have to be cleaned. In cleaning, there is a danger of scratching the surface which would also damage the reflective quality.

We had planned to move into the new building, transferring books by book trucks from old shelves to new shelves. We are now seriously considering packing books in boxes and having books and equipment professionally moved to one section of the new library (possibly the workroom) which would then be sealed off from the rest of the building. The staff would then work at the other libraries until the construction is substantially completed, coming back and taking a couple weeks or more to prepare the building for the public before opening. This plan has several advantages:

1. The most important advantage is that the staff would not have to work in what I am beginning to feel is a very unhealthy environment. We closed the library early one day this week because of the very strong paint and kerosene fumes which were causing a variety of health complaints. Obviously, the contractor cannot stop the painting.

I am realizing that the staff has been working under worse conditions than I had realized and we need to consider their health and safety.

2. The electrical contractor would not have to uncover and turn on his lights until the whole job is completed. If we were working in the new building, we would need his lighting.

3. Once we take over a portion of the new building, cleaning it is our own responsibility. Before that, it is the contractor who is responsible for cleaning. We would have to do a costly, major cleaning of windows, walls, shelves, books, light fixtures, everything, if we moved in and then had to battle the dirt.

4. The staff is very reluctant to open our new building and have a dusty, noisy, unfurnished facility to show the public.

5. Contractors may be able to work faster if they do not have to worry about our needs. They cannot finish some areas of the basement now because of the old plumbing and heating, but cannot

disconnect the old and provide us with the new utilities until the old building is connected to the new building.

7. By the time we reopen, we will have our new furnishings. If we close only long enough to move, when we reopen we will not have any of our new furnishings for patrons, nor our furnishings for the offices.

The disadvantage is that, instead of being closed for possibly 4 weeks, we might be closed for 8-12 weeks. But when we are open, we will be open to give full service. And the closed weeks will come in May, usually one of our slowest months and June.

One factor on which all staff agree is that when we open, we must be ready to put all our time and attention on our public. We will have so much more business, that we will not have time to devote to cleaning or organizing our belongings. This must all be done while we are closed or we won't be able to get it done.

We would like your permission to proceed in whatever way seems best after conferring with staff, contractors and architects at the next progress meeting on April 14. We won't be able to wait until the May board meeting to get your approval on the move because whatever way we move, we will need to alter our procedures and begin preparing our patrons before May.

We have planned an extensive public relations campaign to prepare the public for the move. Once we have your permission to proceed, and get firmer dates from the contractors, we will begin publicizing our plans.

We plan to allow persons to check out as many books as they wish for a loan period of however many weeks we feel it may be until we are open (with a 2 week grace period after we open). We will not allow CD's, magazines or videos to remain out for these long periods because they are more easily mislaid and we feel we have a bigger chance of not getting some back.

We want to ask you for permission to have a Fine Free Week or a Food for Fines Week just before DeMotte closes. If we need to close soon, however, we may want to wait to hold the fine free week until all libraries are open.

Our plan is to give patrons a reopening date which is very conservative. If we decide we can close for the shorter length of time, moving books directly to shelves, etc. we want to tell them we are closing for 6 weeks. If it takes only 2 weeks, we will open after two weeks. In this way, patrons do not have to worry about having books which appear to be overdue. If we decide we must close for the longer length of time, packing books in boxes and working at the other libraries for a period of time, we would give a reopening date of perhaps 2 or 3 months. If we can reopen sooner, we would.

One action we are considering is moving several boxes of reference materials to the Wheatfield Library, and extending Wheatfield hours to cover the hours DeMotte would be open. It would then be open Monday, Tuesday, and Thursday evenings until 8:00 PM, Wednesday from 9:30 to 6:00, Friday and Saturday 9:30 to 5:30. DeMotte staff would then cover the extra hours and possible extra business done at Wheatfield.

Building Project Budget: When we originally set up our budget, I assumed that the Furnishings budget covered all the furniture and other accessories and equipment we would need for the new building. I have found out since that "furnishings" does not include microfilm readers, copiers, telephone system, refrigerator, etc.

These items are basic to our plans for the new buildings. We definitely need simple, basic copiers (coin-operated) which the public can use, at lower cost than at present, without staff assistance and which are located in areas convenient to the public. This means an added expense of $5600 (for two). Rensselaer needs a refrigerator for the staff lounge ($400?). The telephone system will be $8925 (with the addition of a battery back-up at each library which was not included in the bid specifications). Two microfilm readers to use with newly purchased local newspaper microfilm, census microfilms, etc. will add $1900.

It could be that the Furnishings bids will come in low enough to cover these items. If they do not, we may expect to have to use up to $20,000 of our contingency funds for these items. I want the Board to be aware of the possibility of having to use some of this $175,000 contingency fund for this equipment.

Sealed bids/auction matters: You voted at the last meeting to sell all DeMotte and Rensselaer non-reused items at an auction to be held after we vacate the old Rensselaer building. Unless I was remembering incorrectly when typing the minutes the next day, this included DeMotte shelving. This creates a serious problem. The DeMotte shelving is most saleable when it is erected. Yet it will be broken down to individual boards if we sell it at auction. We can take pictures of it so people can see what it looked like at DeMotte, but we run the risk of auctioning it off at the price of pieces of lumber. I think we discussed those problems.

What we did not discuss is that, if we sell the shelving at DeMotte by sealed bid, the high bidder would be responsible for removing it from the DeMotte premises and would take all responsibility for damage to some pieces when it is dismantled. If we sell it at auction, we are going to have to pay some workmen (who may or may not have the knowledge to dismantle it correctly) for a day or more's work, in addition to storing it and selling it in pieces. We would be far ahead financially, I feel, by advertising its sale by sealed bid at DeMotte. Would you agree to that?

Boiler pump: Boilers have been installed for the heating systems for both libraries. The boiler installer noted that this was the

first sizeable installation he had ever done which did not include an auxiliary pump. Jack Kellogg, our project supervisor, agreed, explaining that while boilers seldom break down, when they do, it could take 10 days or more to replace one. During that time we could have a building totally without heat. Our architects and design engineers concurred that this would be a wise purchase.

We have obtained a price of $1100 to purchase one spare heating water pump which would be kept at one of our libraries for use at whichever one needed it. Both libraries will be using the same size boiler. I would like your permission to add this as a change order to our Circle "R" Mechanical contract.

Loaning of local history materials: Bob Lewis, representing the Jasper County Historical Society, has requested the loan of some of our historical photographs for use in an exhibition the Society is doing late this month. We would have written documents recording the loan, etc. I see no problem with loans to a local bonafide historical society.

On the other hand, the Milroy documents are one-of-a-kind and have a monetary value. We have had requests from a General Milroy authority in Indianapolis to borrow some of our original Milroy documents. Another Milroy authority from Washington (state) has been examining a number of the original documents in our library. Mary and I have discussed this situation. We agree that these documents should never leave the library except when she takes a few of the encapsulated documents herself for use in her public speaking on Milroy (mostly at schools and for clubs). We will (if you approve) set up a procedure to check out (for use in the library only) original documents. Those documents which are not encapsulated (protected) which presently reside in the Milroy chest, could only be "checked out" to library users when approved by Mary Martin or myself. Persons wishing to take the original documents out of the library could pay for photocopies of those documents.

Do you approve of our proposed plan?

NILBA meeting: I would like to know Monday night how many of you want reservations to the dinner on Wednesday, April 29, at Teibel's Restaurant. The speaker will be the president of the Indiana Humanities Council. He will be talking about what the Council can do for libraries.

NIALSA Director: You need to appoint someone (me?) to represent the library as a director to NIALSA for the forthcoming year.

Christmas party: Don't forget to bring goodies.

DIRECTOR'S REPORT
April 1992

This month I attended 3 building progress meetings, a planning staff meeting, the NIALSA annual Board of Directors' meeting (in LaPorte), a pre-bid meeting of vendors bidding on our furnishings, the bid opening of our furnishings bids, an all day Automation Task Force meeting to evaluate the automation bids and one day of the ILF (Indiana Library Federation) conference in Indianapolis. I also spent one day at DeMotte packing up the library for their move. As I look at this list, I understand why I have felt so rushed this month.

Furnishings Contracts: You will remember that we were unpleasantly shocked at the last Board meeting by furnishing estimates of almost $200,000 instead of the $100,000 the architect and interior designer assured us would meet our needs. Laura and I worked many hours on this after the meeting. We removed such items as booktrucks, glide stools and other items which we can get from our usual library supply vendors and which we can order when we know funds are still available in the Construction Fund. We adjusted the remaining items until we succeeded in lowering the estimated cost of furnishings to the $150,000 limit which you set for me.

You will be glad to know that the bids were opened Wednesday evening and came in at under $147,000. We will have final figures Monday evening so that you can award contracts.

Automation System: As you know, we had problems at our last board meeting with one vendor's incomplete bid. The sales representative promised to supply us with the necessary non-collusion affidavit and a number of other missing parts of the bid the next day. In the meantime I was instructed to check with Bill Moriarty to determine if this was, indeed, a non-conforming bid which we could not consider. The non-collusion affidavit was sent to us two days later - but sent unsigned and unnotarized. Bill's opinion is that the Board can choose to accept or to reject the bid since the company did not comply with terms of the bid specifications. He agrees with Mary Martin, Task Force Coordinator and I, however, that if such inattention is paid when bidding, what level of attention will we receive after we have contracted for services? We therefore recommend that the board refuse consideration of this bid as it is nonconforming to the Request for Bid issued by the Library Board.

The Automation Task Force is meeting on Friday (May 1) with Pat McClintock to evaluate the automation bids. We hope to be ready to bring you a recommendation at Monday's board meeting. Unfortunately, we were not able to schedule this meeting early enough in the month so that I could send our recommendation to you ahead of time in this packet.

Director's vacation: I would like you to approve vacation time for me for May 12-15 and July 8-10. I need those days to transport daughters to and from college.

Building Project Update:

Due to Pam's expertise and good planning, it took only one day, Thursday, to pack up all the books and other materials in the DeMotte Library. On Monday, the movers were able to move everything to the new workroom in less time than estimated, charging us $700 instead of $800 ($100 per hour). On Tuesday, Robbins Associates sent their shelving installer to dismantle the old DeMotte shelving. Wednesday afternoon and Thursday morning the Sear Corporation removed the asphalt tile (containing asbestos) from the floor. They found, after removing the carpet, that only half the floor had been tiled. I am hoping that they will subsequently charge only half the cost for the project, although we signed a contract for them to remove the asbestos at a cost of $6000. We have not yet received a bill.

Four DeMotte staff members have cut their work week by one day. Thus far, they have scheduled 11 days of vacation and two have attended a workshop during this period when the library is closed. The others are helping with the increased business at Wheatfield, continuing their selection and magazine processing duties and doing special tasks at Rensselaer (or working the circulation and reference desk at Rensselaer so Rensselaer staff can get special tasks completed.)

At yesterday's progress meeting, we heard that the trusses for the roof over the old DeMotte building are expected to arrive two weeks late, about May 13. This will delay some of the work on the project. Required demolition in the old building is about 50% complete, leaving mainly the roof to be removed. Demolition of old plumbing fixtures in the lower level is completed. Bathroom fixtures and doors will soon be hung. As soon as we have a 70 degree day, the air conditioner will be charged and tested. The design of the boiler installation omitted a "boiler make-up pipe and back-flow preventer", a necessary component our engineers tell me. This will cost us $751 from our contingency fund. As I am tempted to be annoyed by these occasional omissions and extra costs, I am told by others that no project is designed perfectly and this is something that can be reasonably expected.

The Rensselaer construction is progressing rapidly. Our contractors tell us that Rensselaer could be done within just a week or two of DeMotte's final completion.

DeMotte's final completion, however, is being slowed by the truss delay and by a delay in construction of the storm sewer. We asked for bids from three tiling contractors--only to have the bids come over $25,000. Bids of over $25,000 must be advertised twice in two newspapers, with the second ad appearing 10 days before the deadline for bid submittal. That means we cannot open bids and award a

contract until Monday, May 11. We will need to have a special meeting on that date at 7:00 PM at the Wheatfield Library. We must have a quorum to award a contract. Until the storm sewer is in, the parking lots cannot be completed, the temporary drainpipe which is suspended inelegantly over the front steps of the library cannot be removed, and final yard work cannot be done.

At Rensselaer, steel erection will be completed by May 4, on which date brick work is to start. The perlite and plywood layer of the roof deck should begin today, Wednesday, and within the next two weeks the roof could be completely shingled. The architects changed the color of the shingles to a gray, per the Board's instructions. Interior steel studs will begin to appear this week. You have probably noticed that much of the duct work has been installed. The air handler and boiler are also set and VAV's are being installed. (That's noteworthy because at DeMotte the VAV's arrival was delayed and the project was stalled because of that). If aluminum doors and window frames are delivered early in June as tentatively promised, interior work can proceed rapidly.

Dedication plans: You will need to decide when to hold dedication ceremonies for the new libraries. Some libraries hold them when they are ready to open. Others wait several months until the buildings are fully complete and all furnishings have been received. I would definitely advise waiting until this fall to hold ceremonies, since chances are good that all our furnishings will not have arrived when we open and I think we would rather show off our new building with its furnishings.

Second question: Do you want to have a ribbon-cutting ceremony the morning we open (or the night before we open)? In Rensselaer, the Chamber of Commerce participates in these.

Interlibrary loan postage charges: After July 1, 1992, NIALSA will only reimburse us for 1/2 of the postage expenses to return interlibrary loan materials to their libraries. At present, NIALSA reimburses us completely for our expenses (about $50-$90 per month). The question I must ask you is whether you feel we should consider interlibrary loan a part of the service we offer patrons (and pick up the cost: about $540 annually) or consider interlibrary loan a frill we offer to those who can afford it (and charge patrons the postage costs). The average cost to mail one item is about $.90.

DIRECTOR'S REPORT
May 1992

This month I attended two staff planning meetings, 1 building progress meeting and meetings with landscaper Bill Brown, with our hardware subcontractor, and with the board's budget committee. We also had a special Board meeting at the Wheatfield Library to accept storm sewer bids and award a contract. We had only one bidder. His contract being complete and reasonable, it was accepted by the Board. I also took 4 days of vacation this month and, with your permission, will take 2 days June 18 and 19.

The County Council has responded to my letter noting that Marge's appointment is up July 1 and that she would like to be reappointed by advertising in the newspaper and on the radio that they will be accepting letters of application for this appointment until June 10. At that time they will interview each applicant and decide on the appointment at their June 16 council meeting. They said that they have been taking flak because of the increases in taxes, so this is a way to avoid criticism. They are following the same procedure for a school board appointment.

Kim Garwood has developed a publicity plan for weekly newspaper articles through June and July highlighting various library services and including visits to the Rensselaer building site by Peter Wiltjer, Rensselaer Republican reporter. We felt that putting the library in a positive light might begin to heal the "wounds" caused by the tax increase our building project is requiring and caused by our decision on disposing of the Rensselaer building.

BIRF transfer: The Board will need to approve the transfer of $19,199.11 from the Wheatfield Bond and Interest Redemption Fund into the Rensselaer and DeMotte Bond and Interest Redemption Fund. The State Board of Tax Commissioners, when approving our 1992 budget, told us we would be required to do this. The money cannot be used for anything else.

Automation: Mary Martin will present the Automation Task Force's recommendation for the library's automated system. The Board will then need to give approval (if you agree with our thinking) and authorize us to proceed with contract negotiations involving our consultant, our attorney, staff and board (if you wish) representatives and the company.

Building progress: The Rensselaer Library is progressing very swiftly. Shingling may be complete by Board meeting time. Brick work is about 60% complete. Drywall will be installed within the next two weeks. Heating and electrical work is well under way.

The staff is presently getting estimates on having our books, etc. moved to the new building professionally as DeMotte did. It appears that we can have this done far more cheaply than we thought. We feel that the move could be made more quickly and much more effortlessly if done by professionals, staff and a small group of

well-chosen volunteers, than if we tried to work with Boy Scout and Girl Scout troops, school classes, etc.

We have decided that the Rensselaer meeting room will need to be closed for public use after the end of summer reading club, July 11. At that time, the staff will begin using one end of the room for storage as they pack the library's belongings. Many items can be packed ahead of time, allowing the move to proceed more quickly when the time actually arrives. The few groups who continue to use the meeting room during the summer have been contacted and are very understanding of the situation.

At DeMotte, the shingling should be 100% complete on both the old and new portions of the building by Board meeting time. The arched entry is now plastered and looks beautiful. Most of the shelving is installed. Our architect was very concerned, as were we, to note that little else had been accomplished inside the building in the past two weeks. He reiterated to the contractors that we expect the building to be ready for occupation next week. I stated that the staff would not be able to return, however, until painting and vinyl work were completed on the lower level, since that was the source of the fumes which were causing health problems. I expect that we will be delayed at least a week in getting into the building, but I hope that the extended discussion on the areas which could and should have been completed by now will result in greatly increased activity.

The staff has begun planning for the library openings. Floor plans will be made to pass out to first-time visitors along with a sheet of questions and answers (such as "Will we have lots of new books now?" and "How many square feet are in the building?") We are considering purchasing a supply of pencils (stickers or some such safe object for children) to give away saying "I visited my new library". We are looking into renting book character costumes and asking volunteers to walk around outside the libraries during the first 2 weeks of opening to advertise the event. We are hoping to interest volunteers and Friends in giving mini-tours of the libraries to first-time visitors during those first two weeks.

Storm sewer: The storm sewer contract with Al Grube of DeMotte was signed on May 12. In the past two weeks our design engineers worked to resolve issues raised by the town of DeMotte's engineering consultant, and Jack Kellogg and Bill Moriarty have worked with Fieldhouse Ford to procure an easement which was needed. Jack has notified all property owners on the sewer route of the coming excavations and our intentions to reseed all damaged areas. All materials should be on site and Al ready to begin work Monday, June 1. He estimates it will take 10 days to complete the job.

Landscaping: I will be bringing two tentative landscape designs for your input and approval. The DeMotte plan is from Hubinger Nursery in Crown Point. The landscaper, John Van Soest, is a DeMotte resident. The Rensselaer plan is from Brown's Garden Shop in Rensselaer.

DeMotte property: I checked into the cost of the house currently for sale on the south boundary of the DeMotte Library property. The asking price is $54,900. An addition was added to this house last year. In January 1991, we found the asking price of the house next door to this property was $34,900. That house was subsequently sold. It was suggested by one Board member that we get the home appraised. This would cost $200. However, we do not presently have money in LIRF to purchase property.

The only possible way to purchase property right now would be to use any excess funds in the Construction Fund. Bill has checked with Jim Shanahan at IceMiller Donadio and Ryan and they feel that we would legally be able to use the Construction Fund for the purchase of this property. However, those funds are presently earmarked to complete furnishings purchases and to proceed further with the automation project. For these reasons, I felt it better to wait for your direction before deciding to pay for an appraisal.

Copier fees: We plan, in our new buildings, to provide new, relatively inexpensive, copiers which copy 8 1/2 x 11 pages on one side, and which can be easily operated by the customer. We want to encourage customers to do their own copying since photocopying presently takes an inordinate amount of staff time. I will be asking for your permission to change our copying fees so that persons doing their own copying (at those new machines) will pay 10 cents per page. Persons asking us to copy for them, either for convenience, or because they want enlargements or reductions or a larger sized paper, will pay 20 cents per copy and we will use our present machine which will be located behind the circulation desk. Those wanting double-sided copies will pay 25 cents per copy. Transparencies will be 50 cents per page. Presently we charge 15 cents per copy, single side, any size paper; 20 cents per copy, double-side; and 45 cents per copy for a transparency. Revenues more than pay for our copier and we expect the new copiers also to pay for themselves. Present revenues do not pay for staff time spent aiding the patron in this non-library function. Fees would not change at the Wheatfield Library.

Flower Fund: The Library staff has a flower fund which pays for flowers sent to staff or Board members in the hospital and to funerals of close relatives of staff or Board members. For some reason, I thought that the Board also contributed to this fund and we have been sending flowers "from the Board and staff of..." I find now that only staff members have been contributing to this fund. Would you like to contribute? Cheryl handles the fund and asks each staff member to contribute $5.00 when the fund is depleted (now). It has been well over a year since the fund was last depleted.

Library Logo: Our present library cards present a picture of the Rensselaer Library as they have for years. Our stationery has no logo at all. Kim suggested that we consider designing a new logo for our Jasper County Public Library now, since we will be changing the style of our library cards and will need new stationery with our

new addresses. She suggested that we might have a contest to do this. Would you like us to do this?

I will see you Monday evening. Miriam will not be at this meeting. If anyone else is unable to attend, please let me know as soon as possible.

DIRECTOR'S REPORT
June 1992

To say that this month has been hectic and trying is a complete understatement. I will try to bring you up to date without repeating too much of what you may have already heard.

Board appointment: The County Council reappointed Marge to the Library Board after interviewing 5 candidates for the position: Dale Miller, DeMotte; Lori Miller, Rensselaer; Ron Jordan, Rensselaer; Charlene Bragg, Rensselaer; and Marge. The Council vote was unanimous; only Alan Hurley was absent.

Architects: L O M Corporation will cease business around July 15. At that time, Kim Rothenberger will be joining Ratio Architects, of Indianapolis. The firm is willing to take over our L O M contracts, and Kim would finish the projects with no change in charges. We would sign a Reassignment (of our contract) Agreement with L O M and Ratio. Bill is presently looking over a rough draft of this contract for us. Kim has asked to appear at the July board meeting to speak to you in person.

Tom Ferri, formerly of L O M, now of Architectural Alliance, has given us a verbal proposal to take over the project. His proposal would, however, cost us $20,000-$21,000. The additional cost would be for time needed by his staff to acquaint themselves with the project.

Personally, I feel we are too close to the end of the project to take on the added burden of changing architects. However, the decision is the Board's and should be made at the July board meeting. If you decide to remain with Kim, I would hope we could have the contract ready to be signed and notarized at the meeting. Then we can pay Kim what is owing him for work done through June 15 and move ahead. If a decision is not made, or if Tom Ferri's proposal is accepted, we would have big decisions to make on whether to pay L O M in full for work already completed, etc.

Commercial Office Environments: One of our Furnishings Contractors, Commercial Office Environments (COE), charged us $5940 for a particular group of tables. Laura and I noted when we received their bid, that it was considerably lower than the other bids. Laura planned to question the figure, but forgot. I didn't follow up on this question either.

Later, when ordering the tables, COE was told by the manufacturer that they had incorrectly billed us only for the table tops, not the aprons or legs. The total price should have been $10,500.

COE understands that, having signed a contract with us, they are obliged to provide the tables for the price they quoted. However, the $4560 difference between stated price and correct price equals about half of their profit on the entire $98,000 contract they have with us. They are very embarrassed about the mistake, but are asking if we would consider paying at least $3480 extra, which is what COE must pay the manufacturer, out of pocket, for the tables. By doing this, they would only be foregoing their profit on the tables and paying freight and installation out of pocket.

We could look at it another way, saying that since we have obligated only $146,934 of the $150,000 we allotted for new furnishings, we have $3,066 left which we could pay toward the cost of the tables. We cannot pay the total $4560, since this would put COE's bid $262 over the next highest bidder.

Bill's opinion is that we can pay an extra amount if we so choose. He feels we have a better chance to get our job completed promptly and well if we cooperate.

Incidentally, you approved amending their contract to include an extra $565.44 to provide the Kinetics stools we wanted (at a cost of $93.56 instead of $70 per stool for another brand). Since that time, COE has become a direct dealer for Kinetics. They subsequently offered the stools to us at $70 per stool even though they could legally charge us the extra $565.44 as amended in the contract.

Additional appropriations: We have a $34,700 storm sewer bill to pay for DeMotte. (We will only be paying $33,000 this month, since Al Grube is going to wait until late August or early September to seed the areas that had to be disturbed.) The Board had elected to use the Library Improvement Reserve Fund to pay this. Therefore, I have advertised and the Board will be holding a hearing Monday night to appropriate $9,700 from LIRF to pay for this sewer. I actually advertised to appropriate $19,000, but we will not need it all. In addition, the Board will need to vote to transfer $25,000 in our Operating Fund from "Other Services and Charges: Transfer to Library Improvement Reserve Fund" to "Capital Outlays: Improvements other than buildings".

Automation: We have received high praise from the people at Gaylord who have been converting our cataloging records to machine-readable form. Our records were sent to them in exceptionally good order and the conversion is, therefore, proceeding ahead of schedule. Hats off to Mary for her good work!

Building project: The DeMotte staff moved back into a portion of their new building on June 15. They plan to re-open the library on Wednesday, July 8. By that time they will have

unpacked almost all their belongings and have the use of almost the entire downstairs area.

The catwalk was not installed as some of you know. Two different structural designs were drawn, but cost estimates were $5500-$6000. On the advice of Jack, Kim, etc., we decided to hold off on this and consider it at a later date when we might consider local labor and a simpler design. The same decision was reached concerning repaving of the parking area on the north side of the DeMotte building and asphalt paving of a walk from the school property along the south side of the library.

At Rensselaer, we were all a little shocked, at first, by the RED window frames. I talked to several of you about it and the consensus seemed to be that we would get used to them and that they would look better when the brick work is completed and the building properly landscaped. My own opinion now is that our building will not look like just any red-bricked building, but will be distinctive. I also think the red will make it look homey and inviting, rather than formal.

I am hoping to have final quotes on the wood refinishing (of furniture we are reusing) and the electrostatic painting (of old metal file cabinets, desks, etc.) for you to approve. Laura will go over these quotes with me Monday afternoon.

At our meeting, I would like the Board to approve hiring Laura Thomann to complete her work on the Interior Decorating contract which we had with L O M. Since Laura is no longer with L O M and is starting her own business, Kim agreed that we could contract with her directly. I am enclosing a copy of her letter. We have not paid about $2459 of her original contract, so the $1,440 limit on the cost to complete the work is very reasonable.

Budget: At this meeting, we planned to approve the budget for advertising. However, in talking to auditor, Carol Spall, I find she will have no figures for the assessed valuation until the end of July. Last year we advertised our budget, then got assessed valuation figures and had to readvertise because we advertised too high an assessed valuation and, therefore, too low a tax rate.

Carol noted that we could advertise using an assessed valuation extremely low and ask for a tax rate extremely high to be safe (you can never get more than you ask for). However, in a time when taxpayers are watching tax rates closely, why make people angry by advertising a high tax rate which we might never need? Carol plans to wait until she has a good idea of what the valuation might be before she advertises. I have polled several board members. All agree that it would be wiser to wait until the August board meeting to approve advertising the budget for this reason. We would advertise August 13 and 20, have our

public hearing on August 24, and adopt the budget at our September 1 Board meeting. I hope this is satisfactory with all of you.

You will need to set my salary, either at this meeting or at the August meeting. Last year, our executive session for that purpose was questioned and as I read the law, it specifically states that you cannot use an executive session to discuss individual salaries for purposes of setting the budget. If you decide to discuss my salary at the July meeting, I'll just plan to leave the room at that time.

I will be out of town "on vacation" July 8-12 so that I can take Jennie to the University of Colorado for orientation.

DIRECTOR'S REPORT
JULY 1992

This month I have been working mainly on the 1993 budget and the building projects. I met with our interior designer and with a salesperson for a signage company who will help us determine the interior signage we need. I attended 2 building progress meetings, a budget workshop and two board meetings.

The Construction Fund financial report I am sending you has been altered to show actual contract amounts in the Construction Costs and Architect fees columns, as requested. I also distributed the Interest we have earned. I added $100,000 to the Automation column as we had agreed at the beginning. The rest I put in the Contingency Fund. I hope you feel this gives a clearer picture of where we stand. I think it does.

We had our first staff meeting in the new DeMotte Library so all could see the new building. We also had a very fruitful Planning Committee meeting of our management staff. The entire staff was involved in brainstorming sessions this month, discussing ways in which to keep focused on our main goal of service to the public in the face of the changes occurring in the libraries. At our next staff meeting, Scott Hershman will be talking to the staff about the psychological effects of change, so that we can understand why we may feel more threatened, more irritable, less secure, etc.

Cheryl, our janitor Rose, and Charlotte Fagen, DeMotte building manager, met with Jerry Nichols of HP Products. HP Products sells a wide range of janitorial supplies of many different brands and services many businesses in Rensselaer and elsewhere. Jerry walked them through the DeMotte building, showing them how to properly maintain the building and recommending products to use. This session was greatly appreciated by the staff. We hope to do the same thing at the Rensselaer building. Jerry noted that he felt it would take Rose more hours to clean DeMotte than we have allotted.

Contract with the architect: We still have no contract with Ratio Architects. Bill Moriarty will try to contact their attorney directly this week to speed the process.

We learned two weeks ago that L O M still owes three companies for work done on our building project. We are holding L O M's May, June and July payments. One of the unpaid creditor's bill is included in those. While we have no legal obligation to the other two creditors, having already paid L O M the amounts they owe, we can redirect the money we still owe LOM, making the checks out to L O M and Circle Design, for instance, and mailing the check to Circle Design. L O M has notified these companies that they estimate they will be paying only 40 cents on every dollar. Bill will work with us on this after we have negotiated a contract with Ratio Architects. Until that time, LOM knows only that we are withholding payment to them until a contract is signed.

Landscaping: The estimate for the additional landscaping of the steep areas at DeMotte is $2500. I hope to talk to the landscaper Monday to make sure there are no less expensive alternatives. (He is on vacation this week.)

Library auction: As soon as we move out of the Rensselaer Library, we planned to hold an auction of furnishings we would not be reusing. Since we will probably be moving in September, the time to select an auctioneer is now. We have two auctioneers in the county. Jim Flickner and Ivan Reel charge 10% of the proceeds, with another 5% going to the cashier and clerk. We would also pay for advertising. Ken Culp, because we are a government agency, charges nothing but the cost of advertising. He has done this, as a public service, for years, even before becoming a county commissioner. If possible, the Board should decide on their auctioneer at this meeting, so that we can begin working with him on the list of items to be sold, etc. We hope to move into the Rensselaer building in September and should have the auction as soon after the move as possible. Some large items are being stored in Barney Van Keppel's warehouse in DeMotte and he will want to have them removed as soon as possible.

We have had requests from some persons to purchase specific items which we plan to auction. We have said "no". Now the Jasper County Historical Society has asked us to sell or donate to them two 4 foot high plastic laminate-covered bookcases. I hate saying "no" to the Historical Society, but it appears that we must. Bill Moriarty and I examined the library law on this subject. Bill holds that we are required to sell all by auction or sealed bid and we cannot pull out individual items to dispose of in other ways. I would like the Board to make a motion to this effect (if you agree).

The following information is strictly in confidence. Please do not discuss this with other people or in front of the press at the Board meeting.

There is a possibility that the Rensselaer School Corporation is going to back out of their agreement to take the old library off our hands. They feel strong pressure to make it handicapped-accessible if they accept it. This would be costly. They will be discussing the subject in executive session next week. (That is one reason why we must keep this confidential.) If they make this decision, our Board will have to decide what to do with the building.

After reading the law on which our accounting manual is based, Bill says you could choose to give the property to the Jasper Foundation if you so desired. The State Board of Accounts agrees with Bill's interpretation. Your other option is to have the property appraised, then advertise it for sale and accept bids. My personal opinion is that you will have a lot of people in your corner if you vote to give it to the Foundation, while you will get a lot of criticism if you vote to put the building up for sale.

I have heard a number of patrons express their regret (repeatedly) over the Board's decision to give the property to the school. I have had only a few patrons say they are glad the Board gave it to the school.

Further, you must sell to the highest bidder, so you don't really have control over who buys it or what they do with it. If the Foundation gets it, you don't know if they can afford to maintain it forever, but you know they want it for a good purpose and won't

disfigure it or tear it down. It would be pointless to discuss this before the School Board makes a decision, but be thinking about what you want to do.

Please remember this is confidential, since no one is to know that the School Board is discussing this.

Lease videos: It is time to tell the Indiana Visual & Audio Network (IVAN) whether we want to continue subscribing to their Lease Video Service next year. We pay $1000 per year. The staff is unanimous in wishing to discontinue the service. Too many of the tapes are old and dated and some arrive damaged. Some good children's tapes are included which are not available elsewhere, but the rest of the tapes could be rented cheaply at any video store.

They would rather put the money into the purchase of true classics which may not be available in the stores or high quality children's tapes which would not become dated. We averaged 4.3 circulations on each of the 397 videos we received in the past year. We have each video for 2 months. This is a low number of circulations for videos. I would recommend that we discontinue the service.

Statewide library card: This year, the Indiana Legislature passed a bill mandating a statewide library card (cost this year: $16.77 per individual) to take the place of the Reciprocal Borrowing Program. All libraries must participate. What this means to us is that after January 1, 1993, Jasper County Library patrons must purchase from us a Statewide card in order to be able to use other libraries around the state. The money we collect from this state card is sent to the state. At the end of the year, they pay those libraries who were net lenders (lent more books to state card users than their own patrons borrowed using their state card at other libraries).

We had 309 persons in 1989 who used other libraries (latest statistics available). On the other hand, in 1991 (latest statistics available), 105 persons from other libraries used our libraries. We would probably be a net borrower.

The Board's options are: 1. To ask our patrons to pay the fee themselves if they wish to buy statewide cards; 2. To pay the fee for our patrons (cost to JCPL: $5000 to pay the full fee for 309 persons); or 3. Pay a portion of the fee for our patrons.

What do you want to do? Rationale for the library paying the fee is that we are paying for our patrons to have access to a wider range of materials than they would have when limited to our resources. On the other hand, if they chose not to pay for a card, they would still be able to get materials (but more slowly) by interlibrary loan.

"Each public library board of trustees must decide by written resolution by January 1, 1993 on the policy for how fees for the state card will be collected....A public library board may change its policy on the collection of fees for the state card annually to go into effect at the beginning of the calendar year."

People are going to be very unhappy with us (although it's not our fault).
Libraries report that after the situation was reported in the press, their libraries and their legislators received numerous complaints from persons irate over the change. We will get bitter complaints also. A move is on to get a substitute bill passed in the next legislature that would be more palatable. Until then, expect a lot of criticism.

I should mention that for Newton County people (who constitute most of the reciprocal borrowers we serve), it will be cheaper to pay us for a nonresident card ($10) than for them to purchase a state library card. In a way, this is to our advantage: we keep the $10 from a nonresident card. We turn over to others the $16.77 for a state card. On the other hand, our nonresident fee is actually unfair to Jasper County taxpayers. It costs our taxpayers much more than $10 per year to support our libraries ($30.19 per individual in 1992, using the State Library's suggested formula of operating budget divided by the number of persons in our taxing district).

The nonresident fee at Lake County is $60 for a family card, at Porter County $25.00 (no individual card offered). A family card price is probably legitimate except for single persons living alone. Non-resident families always use one card to check out materials.

You may want the Policy Committee to reexamine the Board policy on nonresident fees.

1993 Budget: Enclosed is the revised 1993 budget. You must approve it for advertising at Monday's meeting. Personal Services are adjusted to reflect a flat 3% increase for all present staff. LIRF includes the money removed from Personal Services. If you remember, I explained that to ensure that we get our maximum tax levy I asked for a little more than I think we can get. If at our tax hearing we find that miscellaneous revenues will be more than presently estimated, then we can fund the higher budget ($916,200 instead of $883,000). At the last meeting, I had left that extra money in the Operating Balance. You asked me to place the extra money into the budget. You will see that I put it into 4.3 Improvements. The Budget explanation will show what it could be used for. The main idea is that, if we have authority to spend the money in the budget, it can be transferred to wherever it is most needed. In this first year of operating new libraries and automating, that's important. On the other hand, if Miscellaneous Revenues are found to be no more than presently estimated, the money that must be cut from the budget is all in one spot. We will know in October 1992 whether we need to cut or not.

Old Wheatfield Library: Marge received a phone call which brought up the question of the agreement between the school and library about the old building. Bill is looking into the matter for us.

Rensselaer staffing: Kim has had to replace Michelle Keys, our evening and weekend clerk who resigned recently. She advertised for 1 week and had only one good applicant. This person, however, lives in Newton County. She was Kim's first choice for this same position at the beginning of the year, but, since she lived out of the county, Kim hired Michelle. Kim has advertised this position

a second week and has received one application from a person who looks good "on paper"and in references. If the interview goes well today, she will hire her. However, if she does not think she is suitable for the job, she wants permission to hire the Newton County person. I told Kim I would bring this matter to you for discussion. The position is not easy to fill. The hours are bad. We need an adult, not a high school or college student so that two adults will always be in the building each evening. Because the clerk is the first person the patron may meet when coming in the building, it is important that he/she be completely service-oriented and friendly. The position needs to be filled quickly.

DIRECTOR'S REPORT
AUGUST 1992

Each month I think will surely be easier than the one before. So far, that has not happened. As we get to the end of the Building Project, it seems that many minor issues arise which must be decided--immediately.

Gail Jung is my new administrative assistant. I am very pleased with the way things are working out. She was Cathy's part-time secretary, 1981-1985, then Rensselaer janitor until August 1986. The bookkeeping is new to her, but the secretarial and business manager duties have not changed much over the years. Cheryl has worked with her two days to introduce her to the bookkeeping duties.

Kim and her staff have been working hard preparing for the move and have some exciting activities planned. I have asked Kim to attend the Board meeting to give you an overview of what's happening at Rensselaer.

Kathi Padgitt and her partner in her calligraphy business have designed two possible logos for JCPL. I will bring these to the Board meeting for your consideration.

Rensselaer building: Mitch Ockermann called recently and told me that the Historic Landmark Foundation of Indiana had asked the School Board to donate our old library to them. The Board voted to do so on condition that the Library Board concurred with their decision. I told him of your feeling that the building is now owned by the School Corporation who has sole control over its use or disposal. He asked for a letter to that effect. Enclosed you will find the letter which Miriam and I composed. A copy was sent to the School Board, to the Rensselaer Republican, and to the Jasper Foundation. The enclosed newspaper articles will explain the School Board's decision more fully.

Building project: DeMotte is slowly reaching completion. A few odds and ends need to be finished, a piece of shelving not yet received, a door that needs to be shortened, a marred countertop which must be repaired or replaced, etc. Furniture is finally arriving--some of it. We are very pleased with it thus far. Landscaping will probably be complete by Board meeting time. It looks very nice.

You may remember that we discussed having the parking area blacktopped to the north of the library but the estimate of Reith-Reilly was $4500. The town of DeMotte is having that street blacktopped in the next few days. For $1000 the blacktopper of the street will do our parking lot at the same time. We have given the go-ahead to have that work done.

Rensselaer has all vinyl and painting completed, ceilings in, and, by the end of the week, the carpeting will be completed. The circulation desk and shelving installation may be the main hold-up at Rensselaer.

The Rensselaer landscaping committee had asked me to inquire about having the downspouts changed from a tan color as planned to a dark red-brown color to match the brick. (Other metal work--soffits, gutters, etc. would remain tan). Our architect researched the matter, but found that we could not get that color in galvanized aluminum. It comes only in steel which would need to be repainted from time to time. Therefore, I did not ask him to make the change.

The sidewalks along Susan and Van Rensselaer have become an issue. The city agreed long ago to remove the old ones. The blueprints state "Sidewalk to be removed by others". The blueprints then show new ones, but the contractor missed that when estimating the job and now states that it wasn't clearly specified and he should be paid extra for installing the sidewalks. The architect disagrees.

That's one issue. The second part of the story is that the blueprints show only the sidewalk removed, not the curb along Van Rensselaer. Kim says that, while he feels the contractor has to put in new sidewalks as part of the contract, putting in new curb would surely be at extra cost. However, the curb itself is broken in spots, there is no curb in one area, and it rolls along at an uneven height. Jack feels it would be foolish to put in a new sidewalk and leave the bad curb.

Further, the blueprints only show new sidewalk as far north on Van Rensselaer as the driveway where we enter the library parking lot. The sidewalk adjacent to our property north of that is mostly broken and overrun with weeds. Since that is still our property, and since we will want the grounds at the north end of our property to look presentable, I don't feel we can leave the sidewalk as it is. I feel we should have the city remove the curb and sidewalk to the north of the driveway as well as to the south. That would mean that we would be liable for the total expense for that particular sidewalk.

The third part of the story involves the blacktopped street (Van Rensselaer). If the city removes the curb, because the curb was built with an apron that extends out under the blacktop, the blacktop will be damaged. It would be our responsibility to repair it. Jack has an estimate of $1620 from Gus Critser for cutting the blacktop before the curb removal (so less blacktop will be damaged) and replacing damaged blacktop.

At present, we have asked the city to remove only the sidewalks as shown on the blueprints. If the Board agrees to have the curbs removed also and/or to have the sidewalk and curb to the north of the driveway replaced also, the city will return to do that work.

Contingency Fund: At the present time, we have about $139,000 in our contingency fund which we have not designated for use. When you gave me the extra $50,000 for furnishings, you expressed a willingness to designate more of this fund for furnishings when we were closer to the end of the project and could see that we would have enough money. I would like to request an additional $25,000 at this time to be used for such things as new vacuum cleaners, a carpet extractor, floor scrubber, microfilm/fiche reader printers, and other furnishings shown in our floor plans but not ordered yet due to lack of funds. We have used all of the equipment money in our operating budget purchasing those items (book trucks,etc.) which we felt we needed immediately.

Signage: We have received a proposal for signage for DeMotte (we waited until shelving was in place to plan for our signage needs, so Rensselaer's plan has not been completed). The estimate was far above our $4000 per library allowance. To come closer to the budgeted amount, we have substituted a different brand of sign for bookstack end panels. We also propose to label only the most visible end of most stacks and have made some other changes in our requirements. However, the cost is still above the $4000 allowance for each library's signage. We are in the process of securing yet another proposal for the signage, but I feel sure that it, too, will be higher than $4000. Signage is an important part of a building's design and we would like to do it right. I would like the Board to approve raising the per library allowance to $6500, taking a total of $5,000 from the Contingency Fund to do this.

Architect's contract: Ratio Architects' agreement states that their Errors and Omissions insurance will cover this project only after the Effective Date of July 1, 1992. However, a letter written to Ratio by their insurance company states that this coverage extends to any problems discovered and reported after July 1, 1992. Bill approved this agreement and we are waiting for signed copies of it for Miriam to sign.

LOM bill: We owe LOM $10,585.70. LOM has three creditors for our project to whom they still owe money. These are: Circle Design (engineers)--$15040.50; Woolpert (storm sewer designers)--$3200; Mike Kingman (surveyor)--$1000. LOM has informed these three that they will pay them $.40 per dollar owed. Bill Moriarty will be at the Board meeting to give you his advice on how to pay our LOM bill so that LOM's

creditors get the benefit. Note: After we have signed the Ratio contract, we owe the remainder of the Architect's contract to Ratio, not to LOM. That is why we can only use the $10,585.70 to help repay LOM creditors.

Landscaping: A revised landscape plan for Rensselaer has been developed after the landscaping committee met with Bill Brown (see enclosed). The committee has another meeting scheduled for Thursday, August 27 and will have a full report for you at the Board meeting. One issue which arose was the importance of knowing the west boundary line, so that we can tend our property to the line and our neighbors will know where their property starts. Finding the exact line will involve a survey of the entire block which Mike Kingman says could cost as much as $500. Bill advises us to go ahead with this survey.

Americans with Disabilities Act: I've briefly mentioned this in the past. I've enclosed an article which explains the requirements of the act. By June 26, 1992, we should have completed a survey of our architectural accessibility. Because of construction, we did not. We need to do this assessment of our facilities now. We have two routes to go. We can hire our architect to do an assessment for us ($3600) which will give us 3 thick volumes in which he will follow a printed checklist of items and show where we conform and where we do not. Then we decide which changes are important to make and which we do not want to deal with at this time. We would also need to hold a public meeting at which we invite persons with disabilities to voice their needs and concerns.

The other option is to form a committee including persons with various disabilities, at least one Board member, a staff member and other community member and have this committee go through each building looking for problems and suggesting solutions. I was told that these people will often suggest cheap ways to solve a problem. They also are able to attest to the library's efforts to deal with problems and become good library friends. I like this approach, if the Board agrees.

Wheatfield business: Because of a call from a Wheatfield resident suggesting that we could not do what we want with the old library because of strings attached to our possession of it, Bill had a title search done. He tells us there are no strings attached to the property. It is ours to do with as we wish. Marge called to tell me that the property to the north of the library is now for sale. She is going to inquire discreetly into the price.

DeMotte business: The adult education (GED) teacher for DeMotte and Wheatfield has requested the use of both meeting rooms 2 days per week from 9 - 2:30 and one evening from 5-9

PM. Pam and I feel this use of the meeting room is more in tune with our main purpose than use by many other groups who have used it. During the day, the storytime room would handle library programs for children. Brown bag lunch programs and Friends meetings are other daytime programs which could still be accommodated. Other groups using the meetingroom in the daytime in the past have included Overeaters Anonymous (weekly 12-1:30), an exercise group (3 days from 9-10 AM), Women Aware(monthly, all day). We can only accommodate one weekly meeting without hampering our own programming and the use of the library by many other groups. Pam is concerned that others in the community might feel that one group is monopolizing the room too much, but she still feels we should offer the room to the adult education people. How do you feel about this?

Don Stewart, Wanda's husband, had surgery Tuesday, August 25. We sent a planter in the name of the staff and Board.

Please remember that this month's meeting is on TUESDAY, September 1. See you then.

DIRECTOR'S REPORT
SEPTEMBER 1992

Meetings Attended: Two progress meetings, one Board meeting, meeting with certain staff members concerning low salaries, management meeting, staff meeting, Media Minds meeting, NILBA dinner meeting, Demographic Census workshop, one Automation Task Force meeting. I also searched our lock box at Bank One with Beulah Arnott to find documents which could be used in a display case in the new library to illustrate our library's history. She will be developing this display with our cooperation.

I met with Karen Stanley to answer questions about the old Rensselaer Library and turned down a request to allow her desk space in the library before we vacate the premises. She also requested that we give the Jasper Foundation some of our old furnishings. I told her that legally we must dispose of all furnishings at a public auction or sale. Unfortunately, I also mentioned Bill Moriarty's statement that if the Historical Foundation had asked for an original item of our furniture (rather than the more modern shelving unit they requested) we would probably have been able to give it to them without complaint from anyone. She has since called Mary Linda to discuss the donation of some of our furnishings. Mary Linda felt that Karen might try to pursue this further. I do not think Bill was saying we could donate to the Historical Foundation and still abide by the letter of the law. I believe he meant no one would want to prosecute us for the action if the Board chose to do it. In that case, the Board could determine they wished to abide by the letter of the law.

I also met with our signage vendor and, on other occasions, with staff at each library who were involved in planning the interior signage. We have placed orders for some of the signage and will soon place the order for the remainder.

Charlotte Fagen and I "walked through" the DeMotte property with the DeMotte landscaper, receiving instructions for the care and maintenance of the landscaping.

Kim Garwood, janitor Tonjua Gray, Gail and I also walked through the Rensselaer building with the representative of the janitorial jobber from whom we are purchasing much of our janitorial equipment and supplies. This professional was able to tell us exactly how to clean and maintain the various surfaces in the building. We had previously done a similar walk-through at DeMotte and found it very helpful.

On September 24, with the help of Ray and Loretta Potts and their farm truck, the Rensselaer staff moved the 900 packing boxes we were storing in Cathy Salyers' garage to the meeting room of the old library. The well-organized

operation took 1 hour and 15 minutes . Cathy had asked us to remove the boxes that week as the garage was undergoing a renovation and the space was needed. It is for this reason that we will be meeting in the meeting room of the new library Monday evening.

Automation: Mary has been diligently trying to get our automation consultant and contractor to make the requested changes in the Automation Contract so we can have it ready for your examination and approval Monday evening. Unfortunately, this is going right down to the wire. We should have it ready for you. Meanwhile, Mary and her staff are busy affixing barcode labels (those labels you see the grocery clerks mechanically scan on each item you buy) to each item in the collections in all three libraries.

Executive Session to discuss possible litigation: Bill is going to advise further on the LOM bills. As of September 28, we still do not have a signed Ratio Contract. The first copy was lost. Ratio has expressed a second copy to us which should reach us today (Thursday).

Payment of Bills: We are allowed to pay certain bills before we receive the goods or service with prior "blanket" approval from the Board. We have always done this, but according to our last audit, the Board really should approve this action once a year.

These include
1. dues, subscriptions and publications
2. license fees
3. insurance premiums
4. utility connection charges
5. maintenance and service agreements
6. legal retainer fees
7. conference and workshop fees

I would like the Board to affirm their approval of paying the above types of fees.

Building Project: We are down to the time of the finishing touches -ironing out the glitches in DeMotte's air conditioning, cleaning spots on carpets, labelling piping, etc. Within the next month, all this should be done. Problems, questions, arguments about responsibility still arise. The DeMotte meeting rooms opened for use October 1. The storytime room and Indiana room have not yet been cleaned out and opened. The Rensselaer shelving and circulation desk will not be installed until the last half of October and first week in November. I will give you a more detailed update at the meeting.

Landscaping: I'm including copies of pertinent publicity which has appeared in our local papers recently. The

article about the memorial trees at Rensselaer appeared in the Thursday paper. By Saturday, all the trees had been spoken for! Since then, we have received money for three additional trees. Bill Brown has told me of good locations for those trees which we will add to the landscape plan. Incidentally, since you had expressed an interest in purchasing a tree in your name at the last Board meeting, I called a couple board members when we noticed how fast the trees were going. They agreed that I should reserve one tree for the Board to donate. I did.

Library Hours for 1993: When we planned our budget, we planned to open both DeMotte and Rensselaer 9-8 Monday thru Thursday, 9-5 on Friday and Saturday. Wheatfield was to be open 9-6 Monday, Wednesday & Thursday, 9-8 on Tuesday, and 9-5 Friday and Saturday. The staff at both Wheatfield and DeMotte have noted some problems with these hours and would like to bring them to your attention.

Wheatfield, because the staff is small, will not always be able to stagger staff so that someone comes in 8:30 to 5:30 and others 9 to 6. Thus, the bookdrop will not be emptied, money and circulation cannot be counted before opening, etc. Furthermore, the 6 PM closing does not really make the library conform with the other libraries, since the others usually close at 8 PM. Wheatfield would like to keep their 5:30 PM closing time. Their open hours would be 9 AM-5:30 PM, Monday, Wed-Saturday; 9 AM-8 PM on Tuesday.

DeMotte is finding that even with extra help (we have given them the extra staff now that was promised for January) they are understaffed for the amount of business they are doing. They are concerned that adding two more nights of open hours (plus the extra morning hour each day) is not possible or wise without further stressing operations. They are suggesting adding just one night at first, until later in the year when we are automated and they are fully trained in the system. Hopefully, at that time, they will have less clerical work to do and can give more service without more staff. They are very anxious about not being able to give the quality service that they pride themselves on - and the kind of service their public expects.

Library Logo: Enclosed are copies of reworked logos. These have been printed professionally to give you a better idea of how they would look. I have included some samples of other people's stationery which I doctored with our proposed logo so you could see how it could be used. I also enclosed one page of sample borrowers' cards to show how else we would use the logo. What do you think?

November board meeting: I noted that we have not yet had the required annual board meeting at DeMotte this year. I scheduled the November meeting there (before their meeting

room calendar filled up). I hope that meets with your approval.

Attached articles: Since this is Banned Book Week, in addition to the articles about the landscaping and Rensselaer Library bookleggers project, I have included some articles on censorship from this week's area newspapers. Wil asked that I include an article in the latest issue of FOCUS, in case anyone had missed reading it.

DIRECTOR'S REPORT
OCTOBER 1992

Remember that this Board meeting will be at the DeMotte Library.

Meetings Attended: One progress meeting, one Board meeting, management meeting, staff meeting, two Automation Task Force meetings, Budget Hearing.

I have talked with several companies offering preventive maintenance service contracts on our heating and air conditioning systems. Circle Design will help me evaluate and select a company when I have received all bids.

After evaluating costs and talking to other businesses, I have decided to add a phone line at DeMotte to connect to the modem of the heating/air conditioning computerized controls. (At Rensselaer, we already have a line which can be used for this.) This allows problems to be solved on the spot at a lower cost than if a repair person had to travel to the library. Because the buildings do not have operable windows, it is crucial to solve temperature control problems quickly to avoid closing a library.

Mary and I have packed and moved the Milroy materials to safe locations while the Milroy chest and display case are being refinished.

The Senior Bookleggers programs at the Rensselaer Care Center are going well. One library staff member attends each program to supervise the high school readers and to help stimulate discussion. Glenda, Kim, Julie and Mary are all helping with this program at various times.

The Management staff are working on revising job descriptions and our personnel evaluation forms to more accurately reflect job performance. Because of the moves and the up-coming automation, this will take longer than we would like. However, we plan to have a new form to show to you by March.

At this point in time, everything is on hold except the Rensselaer move and automation-related activities. I know the policy committee would like to get going on personnel policies and I have worried that they may feel I am trying to avoid this. To give you an idea of the way days go for me, I kept track of everything I did one day. This was a day when I left early, but you can still see how many details must be discussed, decided and done and how much time they all take.

Because of the stresses all our staffs are feeling right now, the management staff has decided to cancel our staff

Christmas party this year. Staff meetings will be every two months instead of every month. Management meetings will not be held in November or December, but will again be held every month beginning in January.

You will note the October 16 Rensselaer Republican article offering tours of the new building to all interested residents. The reporter misunderstood what Kim told him about a Friends meeting. We took what measures we could to notify people of the newspaper's error and hope no one was upset when they found the library locked.

People Count: The state requires that each fall we do a one-week count of in-library patron use. You will notice that more people entered the building and more reference questions were answered this year than last at each of our libraries. Considering the increase in DeMotte's circulation this year, you may wonder why the tally isn't much higher. DeMotte was not able to enlist as many volunteers to tally for them this year, and since the staff is much busier than before, it is very probable that much did not get tallied. The People Count also varies from year to year depending on the weather (if it's very nice, people stay home and rake leaves, etc.), the number of library-related school assignments, etc.

Reciprocal Borrowing Report: Sharon Schulenberg compiles this report for the state each October. Last year we checked out 820 items to 105 non-resident reciprocal borrowers (i.e. not working or owning property in Jasper County and not paying for a JCPL card). This year we checked out 1146 items to 90 reciprocal borrowers. The Porter County Public Library sent us a copy of their Reciprocal Borrowing report. It showed that 162 Jasper County residents checked out 731 items at their libraries. That is a huge increase over last year when 44 JC residents checked out 290 items. In turn, we checked out only 20 books to 7 Porter County residents.

Financial statements: You will note in the Appropriations Report that we have spent 96% of the budget for 4.4 Equipment. Last month we showed 120%. Since our last board meeting we moved some of the 4.4 expenses to the Construction Fund furnishings budget. You will also see that 1.31 Other personal services is over budget. This is due to a posting mistake of PERF funds. #1.23 should show $4606.65 in disbursements this month (86%), while 1.31 should be $0 (0%). This correction will be made in next month's report since the error was not discovered until the report was run (monthly reports cannot be corrected after they are run; corrections must be made the following month).

Last month, Mary Linda questioned the amount we still owe Ratio Architects and L O M. I have enclosed the breakdown

which I sent to her after the October board meeting. At the time I explained to her that the figure shown on your Construction Fund budget report under "Architect Fees" was wrong because I incorrectly subtracted from Architect's Fees the whole $10,586 check which we wrote to LOM and later voided. Some of this money should have been credited back to other columns of the budget. This month's report has the amounts posted correctly.

We sometimes spend a good deal of time on financial statement questions. It might help speed things at board meeting if anyone having a question would call me ahead of time so that I could have answers ready for you.

Automation: We have been working feverishly to prepare for the installation of our computer system the week of November 16. The hardware for our system arrived this week. We still must provide conduit for a terminal in the card catalog area at Wheatfield. We still must finalize our arrangements for our telecommunications, install the phone lines, etc. Mary will be at the meeting to give you a full report.

Library Hours for 1993: At the October board meeting, the DeMotte and Wheatfield staffs asked that you consider their proposal for 1993 hours: 1. Do not increase the number of evenings Wheatfield is open, since evening use is very low. A check of each Tuesday since our last Board meeting showed an average of 5 1/2 persons visited the library between 5:30 PM and 8 PM.

2. Change Wheatfield's Tuesday hours from 12-8 to 9:30-8.

3. Leave Wheatfield's hours on other days from 9:30-5:30 instead of the proposed 9-6. Because the staff is small, they will not always be able to stagger staff so that some come in 8:30 to 5:30 and others 9 to 6. Thus, the bookdrop will not be emptied, money and circulation cannot be counted before opening, etc.

4. Open both Rensselaer and DeMotte at 9 AM instead of 10 AM every morning.

5. Let DeMotte remain open only 2 nights a week at least until they are automated and until we find out if the building is adequately staffed. Their tally of evening use showed 23.17 persons per evening using the library.

If you remember, they expressed their concern that adding two more nights of open hours (plus the extra morning hour each day) would further stress the already-stressed operation of the library. With a new building and the automation, the staff will be busy training themselves and the public and reregistering everyone. This will mean extra

work and extra time. They are very anxious about giving poor quality service to the public. They also noted that patrons had not asked them to open extra evenings.

You told the staff that you would consider their proposal and make your decision at this Board meeting.

Fine Free Month: We would like to have all of December as "fine free" in order to get our books back after the Rensselaer close, in order to free staff to concentrate on learning the automation system and handle the public (no overdue money to deal with), as a public relations ploy (our Christmas present to the community), and to clear out our "blocked patron" files as much as possible before the automation. When we reregister patrons for the new system, we plan to throw out all records of fines owing and start fresh. (We will not publicize this until we actually do it.) We will, however, have to keep records of books not returned and it will take a lot of time to transfer all that information to the computer. If we get the books back, we save ourselves time. I am assuming that the staff would like this to be another Food for Fines project, so that we can help the food pantries at Christmas.

Policies: I have asked the Policy Committee to review a new Study Room Use Policy and revisions of the Computer Use Policy and Meeting Room Use Policy. These policies are necessary to set rules for new situations at our libraries. We have never had computer rooms which are to be for "adults" only before. We have never had a study room (that is the small room with table, 4 chairs, and writing board). I would send you copies of these policies, but the Policy Committee has not yet approved or edited them.

Due Dates for Library Materials: With our automated system, we can no longer have all books due on Fridays. We must have loan periods of a certain number of days. The Automation Task Force recommends a 21 day loan period with one renewal for all items except equipment and videos, which do not require changes. Do you approve? We presently loan materials for 15 to 21 days, depending on the day it is borrowed. All is due on Friday.

Building Project: A Rensselaer city employee notified us last week that we have connected our downspouts to the storm/sewage sewer in violation of law. We will have to disconnect these and run the water above ground as we have in other parts of the building. That will be an extra expense, of course. They have said nothing about the drains in our parking lot which also go into the sewer and we do not plan to mention this to them. If we could not use these drains we would be in very serious trouble, since there is nowhere else for the water to go.

We had our last progress meeting this week. Kim will not return until almost all the "punch list" items are completed. There are still many little things to be done.

DeMotte Meeting Room Use Applications: I spoke with most of you about two requests for meeting room use. A men's group would like the room every Saturday morning, 7 AM-9 AM, in November and December, for a Bible study which is to be non-denominational. That is the reason they do not want to meet in their own church. Manpower, Inc. is a temporary employment service which would like to use the meeting room or study room occasionally to interview local residents who would like to work for them. The company is a profit-making business, but the use is civic (we're helping local people get jobs).

ILF Evaluation and Planning Survey: ILF has asked that eacn member fill out one of these evaluation forms. I'm sending this to you so you can fill it out and return it to me at the meeting. I'll send all in together. Don't feel bad about not filling out all items in #6. I left a number blank on my own survey form. Incidentally, we are in District 1.

Friday, October 23.
Lynn's daily activities

8:10-10:30:
1. Talked to Kim about article in Rens Rep. offering tour of new library
2. Talked to Kim about possible ways of filling open position in library. Worked out salaries, etc.
3. Discussed positioning of old clock in library with Kim and Glenda
4. Discussed moving and packing schedules and procedures
5. Discussed St. A move of children's books
6. Photocopied present board policies for each branch.
7. Photocopied evaluation forms for myself and those I evaluate. Collated these forms.
8. Phone call: Jack informing me of his appointment with city engineer Dave Vulcan to discuss violation of law by connecting 5 downspouts to sewer.
9. Phone call to Frank Wright re: Milroy collection storage
10. Examined a completed evaluation and filed.
11. Talked briefly to Hartford Insurance agent inspecting boiler
12. Talked to Andy Daniels, Rens. water and sewage, about building problems
13. Discussed installation of circ desk with Kim
14. Selected desk calendar for next year
15. Phone: Mary concerning a meeting

10:30-10_35: 5 minute break

10:35-10:50:
1. Phone: Linda Reiner about Jasper Foundation: when will we close, when auction, when they can possess, insurance agent
2. Routed board policies and evaluation forms

10:50-11:00: Phone--planning safekeeping of Milroy materials
11:00-1:10: 17 thank-you notes for trees
1:10-1:40: lunch
1:40-2:15: 7 thank-you notes for trees
2:15-2:30: User's guide update

2:30-2:45: O.K. ordering of map file bases
Update contingency fund list

DIRECTOR'S REPORT
NOVEMBER 1992

During this month, I attended no meetings. My time was spent primarily on facilitating the move to the new building.

Extra December meeting: As in the past, it will be necessary to have a brief meeting late in December to approve final December bills, approve encumbrances of 1992 funds to pay for items ordered in 1992 which will not arrive until 1993, and to approve the transfers of operating funds necessary to pay all bills from the proper categories. Late afternoon has worked well for you in the past. I am suggesting 4:30 PM Monday, December 21 if 4 board members can be present at that time.

Automation: The hardware is now installed and wiring completed for our automation (except at the Rensselaer circulation desk which does not arrive until December 14.) Software installation and training begin December 14. We are presently preparing to order our new borrowers' cards. Mary will be at the meeting to give you a full report.

Public Library Access Card: The Board must vote to establish a Public Library Access Card Fund to handle funds received from purchase of PLAC borrowers' cards (the statewide library cards).

Since our last discussion about these cards, I have some new information which may cause you to reconsider a decision or two. We talked of the possibility of signing a separate covenant allowing reciprocal free access between two libraries without a PLAC card. I told you this would mean we could not receive payment from the state for any use made of our library by PLAC card holders. That is evidently not true. If we signed an agreement with Starke County, for instance, we would still receive payment for the use Porter County residents might make of our library using the PLAC card.

I told you previously that I understood only net lenders (i.e. those who lent more than they borrowed) would receive payment. In fact, every library which lends books to PLAC borrowers will receive payment on a per item basis.

Both the Starke County Library and the Lake Village Library have expressed an interest in signing covenant agreements with us for free library service. An agreement with Starke County would be mutually beneficial. We have residents who use the San Pierre Library. They could continue to use it. Some San Pierre residents use our library. This could continue.

In the case of Lake Village, the benefits would be one sided. We have very few residents using the poorly equipped Newton County libraries. Many Roselawn and Morocco residents use our libraries. The benefit to us would be that Newton County residents would not be screaming at our circulation desk staff when they discover they can no longer use our libraries free of charge. The disadvantage to us is that our taxpayers would be paying for service to persons who are not helping support our library and who do not even pay a comparable amount in their own county ($10.76 per capita compared to our $35.15 per capita). My personal feeling is that Roselawn and Morocco residents will not press hard for a better library if they can use DeMotte's and Rensselaer's free of charge.

We are going to have our own PR problem when our own residents find they cannot use the Lake and Porter County libraries without paying the $16.77 annual fee. However, while those libraries are signing covenant agreements with each other for free service, it wouldn't benefit them to offer free service to our residents and they have not offered to do so.

Do you want to reconsider signing covenant agreements with one or more libraries wishing to establish them with us?

Logo: Enclosed are new ideas for a library logo. If you find one you like, we will be able to include this on our borrowers' cards and our new stationery.

Director's Report: The move at Rensselaer went very smoothly. We had a number of faithful volunteers who put in many hours helping us pack and unpack. St. A fourth and 5th graders broke down boxes and helped arrange boxes in proper order for unpacking. They completed an unbelievable amount of work in just one and one half hours. A Boy Scout troop also helped break down boxes and removed those boxes to the recycling center. Friends of the Library provided tour guides beginning the moment we opened. They also provided staff with a lunch on the first day of opening and donated an artificial flower arrangement to the library. Jordan's Floral donated a beautiful silk fig tree.

Serving the public will be quite trying for the staff until we have our new circulation desk. The present arrangement is very awkward. The staff is handling the inconvenience well. Everything will be harder for a while as we grow accustomed to new phones, new storage places, etc. etc. but most are tackling their jobs with a spirit of adventure and good will. We're all so glad to finally be in the new building. The public, too, seems thrilled with the new building and willing to overlook temporary inconveniences.

We are now taking reservations for the meeting room for use after January 1. We need the rest of December to become comfortable with the building ourselves before dealing with the problem of meeting room users.

I have selected Circle R Mechanical to provide a preventive maintenance service for our heating and air conditioning systems at DeMotte and Rensselaer. Their bid ($900) was about 1/2 of the next lowest bid. All bidders were bidding on the same services. With Circle R we also have the advantage of having technicians who understand our system completely, since they installed it.

It is becoming evident that janitorial duties for DeMotte and Rensselaer cannot be completed in 20 hours per week. We would like the Board to approve adding 5 hours per week at each location. To do this we could transfer $3,850 from 4.4 furniture and equipment where we have budgeted a hefty $88,000 for 1993. I feel we will be able to purchase more of the automation and furnishings than we had expected from the remaining construction funds. $1,850 of this money would go into 1.13-Janitor salary for DeMotte, $150 into 1.21- Employee Contribution - FICA, and $1,850 would go into 3.95- Service Contracts for the Rensselaer janitor.

Dedication: We assume we will have all our furnishings in both buildings by the end of December. A few countertops on shelving might be a little later. Do you want to set dates in late January and early February for dedication ceremonies at the two libraries? Do you want to try to do both libraries in one day? Do you want to wait until the weather is more predictable (April)? But then DeMotte will have been in their building almost 1 year. I would like you to make a decision on dates so we can begin planning.

The first decisions that must be made are probably the following:
1. Do you want to set a budget or play it by ear as we go?

2. How elaborate a dedication do you want? Important politicians invited to speak? Engraved invitations? To whom? A printed program with photos and sketches as we did at Wheatfield? The staff had considered ordering "give-aways"--bookmarks, refrigerator magnets with library phone numbers and hours, etc. for the dedication. However, it might be better to order such items for distribution the first part of January when we begin our new hours.

Once those basic decisions are made you may want to appoint a planning committee to carry out the details. Certain members of the staff would be glad to work with you.

Building Project: Our downspouts should be disconnected by the time of our board meeting. This will cost us about

$850. In one case, we will run perforated pipe just under the mulch from the downspout to an open lawn area. In three other cases, the only sensible solution seems to be to direct the water to the sidewalks where it will pass over and go into storm drains in the parking lot and in a lawn area. Directing the water under the sidewalks would be extremely expensive. We will try the cheaper solution first until we determine whether it creates too much of a hazard.

Ice removal on sidewalks will be difficult this first year also, since we can use only sand, kitty litter, or, possibly, a liquid ice melt on new concrete. We have consulted numerous people to find a good solution. Whether or not we can use the liquid ice melt will depend on whether our contractor agrees to allow the 1 year warranty to stand if we use this product. We are waiting for his answer.

I am trying to have all outside lights at Rensselaer working by the time of the Board meeting so you can tell if more lighting is necessary. The additional lighting they are pricing at present is very, very expensive. I think you will want to be very sure it is needed before making the decision to add it.

Rensselaer Business:

One patron asked us if we plan to have a commemorative plaque stating that this building is on the site of the old high school. Is this something you wish to do?

We have a number of large framed pictures of Rensselaer high school classes. We cannot possibly display all of these. Would you approve of donating these to the Historical Society?

Don't forget that you decided to bring snacks in honor of Christmas to this board meeting.

TO: BOARD MEMBERS

FROM: LYNN

DATE: NOVEMBER 6, 1992

RE: TO UPDATE YOU ON A FEW MATTERS

Elected Library Boards and other subjects discussed at the last NILBA meeting

Miriam, Mary Martin and I attended the last NILBA meeting in Hammond. In fact, Miriam was part of a panel discussing issues of concern to Indiana libraries. After the panel discussion, the audience was asked to fill out a questionnaire concerning these issues. The enclosed sheets list the comments of all those who completed the questionnaire.
Some of the opinions are thought-provoking.

Library Auction

I forgot to mention, I think, that I have talked with Ken Culp and we are planning the library auction for December 5.

JCPL Videocamera

The multi-connector which connects the two pieces of the JVC VCR is broken. JVC has discontinued the production of this piece. This piece is necessary in order to use the videocamera and in order to use the VCR to show videos. Our camera will not work with any other VCR; therefore, it is rendered useless to us. The VCR Service Center in Hammond was the bearer of the bad tidings. We had taken the VCR there for repair on the advice of Mary Linda who had used this company previously for her JVC equipment.

This videocamera/VCR is 10 years old. Parts for it are being discontinued. My suggestion is that we include the camera and VCR in our auction. If someone has JVC equipment but a bad camera, they could use the camera which is, apparently, in perfectly good condition. If someone had a good multi-connector, but a problem in some other part of their VCR, they might be able to use the equipment. JVC is not a popular brand, however; the camera is not a camcorder. It is too fragile and cumbersome for home use. The only other solution would be to carry the equipment to the new building, hoping that someday we might happen onto someone who had a used JVC VCR to sell to us. I need to know what you think about this.

Valuable book (incunabula)

Some months ago, I showed you a rare book which this library was given which needs to be kept in a more protective environment than ours and which needs to be where it can be appreciated, rather than stored away on a shelf. You had agreed that we should see what the book is worth and get advice from someone who could help us find a good home for it.

I spoke with Joel Silver, Head of Public Services at the Lilly Library at I.U. The Lilly Library is IU's rare books library. He informed me that the book, part 3 of a 3 part set, is, indeed, incunabula which means that it was printed before 1500 A.D. It is in Latin. It spent several hundred years in a monastery before falling into secular hands. He researched auction records and discovered that two parts of the three sold in 1983 for 140 British pounds, presently equivalent to about $80. He stated that the price might be somewhat higher now. His letter notes that incomplete copies of sets are difficult to sell and usually do not bring a great deal.

He also gives me the name of the librarian at St. Meinrad College and School of Theology, St. Meinrad, Indiana. This library has "a small special collections division, and would make good use of a volume such as this. The librarian, Father Simeon Daly, is interested in fifteenth-century books and has visited the Lilly many times."

My question is whether you would rather put the book in the auction or consider giving the book to St. Meinrad if they want it. Bill Moriarty said we could hold the book until after our auction and give it to the college if we wished. (We have already determined that St. Joe does not want the book.) He felt that made the most sense if we care that the book be properly cared for and displayed.

If you have thoughts on any of these matters, please call me at home in the evening 987-4497 or try to reach me at the library 866-5202.

Lynn

DIRECTOR'S REPORT
DECEMBER 1992

The month at Rensselaer has been a month of adjusting, arranging, getting settled. Business at the circulation desk has been brisk. (You will notice that all three libraries are up in circulation totals this month.) Patrons are so proud of their new library! Seven school classes had tours of the building in December. At the present time, the staff is being kept busy handling the needs of patrons and doing the duties which have deadlines. Many other tasks are being done less promptly than usual. In addition, the staff is handicapped by the absence of Bonnie Powell, due to a fractured pelvis.

Several persons began working after the move. These persons have had less than adequate training, due to the constraints of time. These are some of the problems the Rensselaer staff is coping with at present.

DeMotte also has been very busy although the staff is beginning to feel more settled in their new surroundings. At all the libraries, the need to learn the automated circulation system by the February 1 starting date is paramount in importance. Most are still looking at February 1 with fear and trepidation. A delay in the receipt of new borrowers' cards means that we will not be registering patrons until close to February 1. This will make checking out the first month take a little longer since new applications will need to be filled out.

The start of the Public Library Access Card (PLAC) Program was a staff concern also. A local (free) agreement contract which would cover as many libraries as signed it was sent to me the day after our December board meeting. Since the Board had agreed to sign agreements with as many libraries as would offer them, Miriam signed this one agreement which will allow our patrons to use the Porter County, Westchester, Starke County, Newton County, Hammond and many other libraries. We will receive a list soon. The Lake County Public Library will not sign such an agreement, however, so we can still expect to hear from some disgruntled patrons.

I took the last 4 days of my vacation in December, which meant I was gone the last two weeks of the month except Mondays. Gail and I are still in the position of having only enough time to do those things which must be done by specific deadlines. I received the evaluation papers from Pam, Kim and Mary at the end of November, but have not had the time to do my part of their evaluation yet. I have numerous important tasks to complete which simply have to wait until I have time. Cheryl Witty made the comment to Gail that when she moved to her new job she had to teach

herself to slow down. The stress level in Gail's and my job is still very high with both of us feeling most of the time as if we are torn from all sides.

Building Project: We are making the "final payment" to Ira C. Mast this month. The few things left to do are on a "punch list" and will be completed before we release his retainage funds. Retainage cannot be released until at least 61 days after the date of final payment and can be kept until every item is completed.

We have not received requests for final payment from the electrical, mechanical or library equipment contractors.

We have signed certificates of "substantial completion" for all our prime contractors. Substantial completion is the date on which the building or portion of a building is ready to be used by the owner. Therefore we have different dates of substantial completion for shelving than for building interior or exterior, for DeMotte than for Rensselaer, etc. This is not the date when we are ready to make final payment. Substantial completion dates are used to determine when the 1 year warranty period for a particular area starts.

At DeMotte, the exterior lights have been installed over all entrances and along the south side of the building where we plan to put a path. We still need to assess whether we need more exterior lighting. Some minor electric work needs to be done inside the Rensselaer building.

The heating systems seem to be working well now, although there is still some balancing which needs to be done as soon as the weather is cold enough.

Furniture is basically in place. Some pieces are still missing. Countertops are missing on some shelves. Signs will be installed at both libraries next Thursday and Friday.

You told me in November that in January you wanted to discuss the meeting room policy as it relates to business and religious groups. Attached is a summary of the policies of other Indiana libraries. At the end of the summary I have noted Bill Moriarty's opinion on the subject. I hope this will give you the background you wanted in order to make your decisions.

The whole meeting room policy needs to be reworked and, as Mary Linda noted in November, the form in which we give it to the public could be improved greatly. I am assuming that you would rather have the policy committee work on the overall revision before bringing it to you. A decision on

the religious and business group use of the room is necessary right away, since we continue to receive requests:

Navistar, operating out of Chicago and Indianapolis, needs a halfway point for monthly status meetings for 6-8 people, at least for the next 5-6 months.

The men's Bible Study group wishes to continue use of the DeMotte meeting room which we allowed on a temporary basis until your January board decision.

A request has also been made for use of a DeMotte meeting room every Tuesday evening (except the 4th Tues. of each month) for a h.s. math tutor for 3-4 students. She cannot use the study room since the library is not open. She charges her students, but then the Adult Learning Center teacher is also paid. Because she wishes to use the room more frequently than once a month, our policy requires Board approval.

I'll see you Monday night. Let me know if you cannot attend.

Lynn